



REPLY TO  
ATTENTION OF:

**DEPARTMENT OF THE ARMY**  
**UNITED STATES ARMY GARRISON-MICHIGAN**  
44370 N. Jefferson  
Selfridge, Michigan 48045-4941

**ANNOUNCEMENT NUMBER 02-05**

**FLEXIBLE**

DUTY SCHEDULE: IRREGULAR

OPENS: 01 JANUARY 2005  
CLOSES: OPEN CONTINUOUSLY

**TITLE:** CASHIER/CHECKER, NF-2091-01

**AGENCY:** U.S. Army Garrison-Michigan (SANG)

**LOCATION:** POST RESTAURANT FUND  
Warren, MI 48397-5000

**SALARY RANGE:** \$7.00 PH

**DUTIES:** Receives cash or credit cards in payment for merchandise, registration or services such as equipment checkout and gives change as required. Maintains record of sales. At the end of shift, turns in sales records, money, customer checks or charge slip and accounts for all moneys and transactions. Provides information concerning availability of goods sold, prices, and condition of merchandise. Keeps records of customer traffic during the day, and identifies slow or fast moving items and trends in customer comments or complaints. May prepare requisitions for items sold; insures that proper stock levels are maintained; secures stock at close of business. Cleans counter or serving area. Assists with conducting inventories.

**CONDITION OF EMPLOYMENT:** Participation in Electronic Fund Transfer (EFT) is mandatory. (Environmental requirements, licenses, background checks, etc.).

**WHO MAY APPLY:** Any qualified person who meets the qualification requirements below.

**QUALIFICATION REQUIREMENTS:** Ability to add, subtract, multiply and divide at level necessary to complete required reports.

**HOW TO APPLY:** 1. Current NAF Employees and outside applicants must fill out the Optional Application for Non-Appropriated Fund Employment (DA 3433) or submit a Resume. The announcement number **02-05** must be written in block number (3) of the DA 3433 or written on your resume. Be certain to describe your experience and education in detail so that your qualifications can be evaluated correctly.

2. Applicants with prior military service must attach DD Form 214 to the application. Military Spouses who are eligible for Spouse Employment Preference must attach a copy of their sponsor's PCS Orders

3. Attach copies of all college transcripts to the application.

4. Attach all forms together and mail or deliver to the following address:

U.S. Army Garrison-Michigan (Selfridge)  
Non-Appropriated Fund Human Resource Office  
PECP-NCR-G/NAF, Bldg 970, Room 107  
44370 N. Jefferson  
Selfridge ANG Base, MI 48045  
Phone Number (586) 307-5691/5701  
Fax Number: (586) 307-5356

DEPARTMENT OF THE ARMY NON-APPROPRIATED FUND INSTRUMENTALITIES  
ARE EQUAL OPPORTUNITY EMPLOYERS.

NAF EMPLOYEES AND APPLICANTS WILL BE FREE FROM REPRISAL IN MAKING  
PROTECTED DISCLOSURES AND THE CONFIDENTIALITY OF EMPLOYEES AND  
APPLICANTS WILL BE PROTECTED.

MILITARY SPOUSES HAVE EMPLOYMENT PREFERENCE. EMPLOYMENT  
PREFERENCE MUST BE REQUESTED WHEN SUBMITTING DA 3433 AND A COPY OF  
SPONSOR'S PCS ORDERS MUST BE ATTACHED TO THE APPLICATION.

REFUSAL BY THE SPOUSE TO PARTICIPATE IN ESTABLISHED RECRUITMENT  
PROCEDURES (I.E., INTERVIEW, KSA'S WHERE REQUIRED, ETC.,) IS CONSIDERED  
A DECLINATION OF EMPLOYMENT AND IS A BASIS FOR TERMINATION OF SEP  
ENTITLEMENT FOR THE CURRENT PCS OF THE SPONSOR.

INVOLUNTARY SEPARATED MILITARY (ISM) AND THEIR FAMILY MEMBERS HAVE  
EMPLOYMENT PREFERENCE. EMPLOYMENT PREFERENCE MUST BE REQUESTED  
AND PROPER IDENTIFICATION MUST BE PRESENTED AT THE TIME OF REQUEST.

THE DEPARTMENT OF THE ARMY NAF PROVIDES REASONABLE  
ACCOMMODATIONS TO APPLICANTS WITH DISABILITIES. IF YOU NEED A  
REASONABLE ACCOMMODATION FOR ANY PART OF THE APPLICATION AND  
HIRING PROCESS, PLEASE NOTIFY THE SERVICING CIVILIAN PERSONNEL UNIT.  
REQUESTS FOR REASONABLE ACCOMMODATION ARE MADE ON A CASE BY CASE  
BASIS.